

**Payroll / Human Resources  
User Group**

November 30, 2012  
1:30 PM



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**Agenda**

- Combined Campaign
- Employee Actions
  - New Hires
  - Workfeed
  - Entering Addresses (Primary vs. Additional)
  - Rescinding Processes
  - Employee Work Center 18 Preview
- Payroll Actions
  - Quality of Interims
  - W2 Processing
  - Addresses of Terminated Employees
  - Death of an Employee
  - Parking Management
- Benefits Actions
  - Sending Event Back to Employee
  - DBA Entry
  - Deduction Dates
  - Event Start Dates



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**Announcements**



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### Performance Labs

Date	Location	Time
Wednesday, December 5	Lincoln State Office Building – Lower Level Computer Lab	9:00 am – 4:00 pm
Wednesday, December 12	Lincoln Department of Corrections Folsom & West Proctor, Building 1 at the Lincoln Regional Center <i>*You will need to sign in</i>	9:00 am – 4:00 pm
Thursday, December 13	Lincoln Department of Roads Operations Building at 5001 S. 14 <sup>th</sup> Street, Training Room 151 <i>*You will need to sign in</i>	9:00 am – 4:00 pm
Friday, December 14	Lincoln State Office Building – Lower Level Computer Lab	9:00 am – 4:00 pm
Monday, December 17	Omaha Omaha State Office Building – Room 216 West	10:00 am – 3:00 pm
Tuesday, December 18	Kearney University of Nebraska at Kearney	10:00 am – 3:00 pm
Thursday, December 20	Lincoln State Office Building – Lower Level Computer Lab	9:00 am – 4:00 pm

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## Combined Campaign

Deb Tatro




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## Combined Campaign

### Combined Campaign 2013

- Stop dates/End dates have been entered for 2012 deductions
- Options for 2013 entries –
  - Mass Update by State Personnel, or
  - Enter your own




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**Combined Campaign**

### Combined Campaign 2013

- If you enter your own, enter both the start and end dates:
  - 2013 Start Dates for Pay Groups:
    - BW10 – 12/17/2012
    - BW05 – 12/22/2012
    - BW12 – 12/15/2012
    - ML – 12/1/2012
  - 2013 End Dates for Pay Groups –
    - BW10 - 12/15/2013
    - BW05 – 12/20/2013
    - BW12 – 12/13/2013
    - ML – 11/30/2013



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**Combined Campaign**

### Combined Campaign 2013

- If you choose to have State Personnel do a mass update for your agency –
  - You need to either send the yellow copy of the contribution forms to Deb Tatro, State Personnel, and these will be returned to you after the update **OR**
  - You need to send a spreadsheet with the following info on it by Dec 13th
    - EE ID # and name
    - Pay Group
    - Pay Period deduction amount
    - # of Pay Periods deduction to be taken



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### Employee Actions

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Carly Salak, Katrina Brabec, & Deb Tatro



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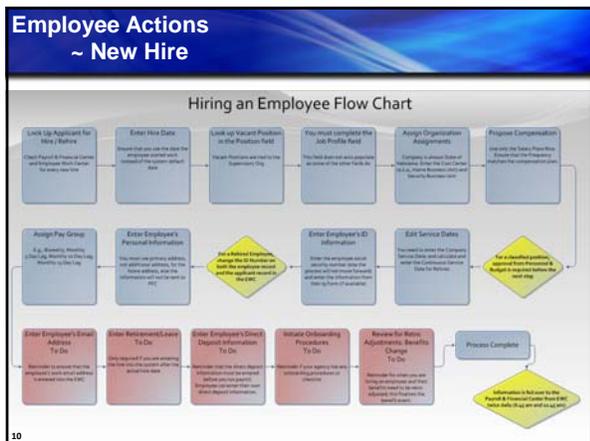
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### Employee Actions ~ EWC Workfeed

#### Workfeed Options

- Click on the triangle to view the newer items first
- Click on the green arrow to refresh your workfeed

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### Employee Actions ~ EWC Workfeed

#### Workfeed Options

- Tasks** – This is an action item that needs to be completed before going to the next step in the process.
- General Notification** – This is a notification to let the user know that the process has been completed.
- Approval** – This icon is for the user to click on to approve a business process.
- To Do** – This is a reminder that there are processes to complete before the business process is done. If you do not mark this item as completed, then you will not be able to move forward to the next step in the business process.
- Overdue** – This is a reminder that an item in your workfeed is overdue.

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**Employee Actions**  
~ EWC Workfeed

### Workfeed Options

-  **Comments** – This displays the comment history for this business process.
-  **Favorites** – Click on this star to keep this item at the top of your workfeed.
-  **Mark as Read** – Click this icon to remove this item from your workfeed.



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**Employee Actions**  
~ Rescind

### Rescinding Business Processes

- A rescind action should only be used when there is no other possible way to correct an error in a business process
- A rescind can only be done after the Completion step of a business process has run
  - Prior to that you must cancel the business process
- A rescind action can only be completed by someone with the HR Administrator or Benefits Administrator role



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**Employee Actions**  
~ Rescind

### Rescinding in EWC

- Rescinding a process in EWC essentially erases the data that was entered and reverts to whatever it was prior to the data change
- If the change has already fed over to PFC/E1, the record in PFC will revert also on the next run – **most of the time.**
- Doesn't always work for terminations
- Can't rescind a business process if there were other processes initiated after the process you want to rescind



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**Employee Actions**  
~ Rescind

### Rescinding Business Processes

- Can't rescind a business process if there are other processes pending/in progress
- If other processes, must rescind all other processes that occurred after the one you want to rescind, before system will allow you to rescind the business process you need to
- Then you have to redo all other processes that were rescinded



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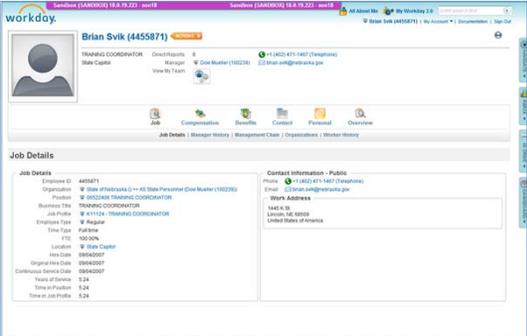
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**Employee Actions**  
~ Employee Work Center 18 Preview



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## Payroll Actions

Syl Luhring



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**Payroll Actions**

### Quality of Interims

We have been receiving lots of errors on the interim which are being corrected in house but will be going back to the creator to fix and resubmit.

Common errors include

- Lack of account numbers or hours and rates in top box.
- Invalid DBA codes for EE and ER.
- Amounts that do not match the Pay Calc worksheet.

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**Payroll Actions**

### W2 Processing

- The final date for the electronic selection will be 12/16 (end of the B-26 pay cycle).
- File will be processed as soon as possible in January with electronic copies available shortly thereafter.
- Printed copies will be processed last week of January.

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**Payroll Actions**

### Updating addresses in PFC for Termed Employees (W2s)

This process only affects those who terminated prior to EWC going live. Send info to me for a change. Others can be changed in EWC which will roll over to the PFC.

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**Payroll Actions**

**What do I need to do in PFC in the case of a death of an employee?**

- Review the policy as stated in the Accounting Manual for Payments Upon Death.
- Final payroll should be processed as usual.
- Payoffs for deceased employees should be calculated according to the policy and submitted to State Accounting via interim for preparation of the warrant.
- You will need to change the name of the employee to read "The Estate Of (the EE name) for the warrant and as soon as the warrant is generated, change the name back to the original for the W-2. EWC will relay the changes to the PFC as they are made.

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**Payroll Actions**

**Parking management**

- Parking deductions are withheld in the current month for the next month (i.e. in November for December) for all private lots.
- Employees who terminate during the month should contact their facility for a refund if one is due (not the agency)
- For the State parking services, parking deductions are paying for the current month (i.e. November for November).
- The terminated EE will finish out the pay period for which the deduction has been made without prorating or refunding the balance.

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**Benefits Actions**

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Susie Samuelson

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## Benefits Actions ~ Sending Event Back to Employee

The Employee initiates the Life Event by going off the related actions icon behind their name > Benefits > Change Benefits



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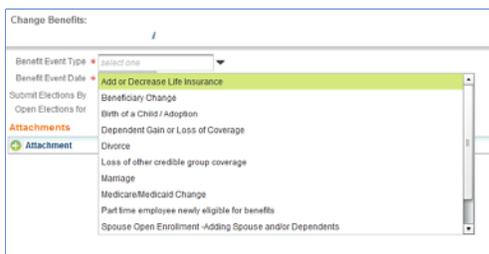
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## Benefits Actions ~ Sending Event Back to Employee

From the Benefit Event Types which open for the employee, the employee will select the event



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## Benefits Actions ~ Sending Event Back to Employee

This example the Employee elected the Birth of a Child / Adoption Benefit Event. Remember the Benefit Event Date will be the true event date in this example 11/1/2012, the date the baby was born.



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### Benefits Actions ~ Sending Event Back to Employee

Employee proceeds through the event and on the last page they do not attach the documentation, and submit for approval.

The benefit event has now been submitted to their HR partner for approval.

When the HR Partner opens the event they will see that the documentation is not included, so the event can not be approved by them and therefore **MUST** be sent back to the employee to attach the documentation.



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### Benefits Actions ~ Sending Event Back to Employee

The employee will have the initiated Benefit Event back in their Workfeed/Inbox



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### Benefits Actions ~ Sending Event Back to Employee

When the employee hovers over the event in their Workfeed they will see a blue balloon with a number in it at the top right of the box. If they click on the blue balloon they can see the comment to left by their HR Partner explaining why the event has been sent back to them and who sent it back. Keep in mind all comments will be part of the history forever.



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### Benefits Actions ~ Sending Event Back to Employee

The Employee will click on the Blue Review button to open the benefit event. If they read the comment they know that the process was sent back to them for documentation. If they did not read the comment, comment will show on the bottom of the last page when they go through the event process.



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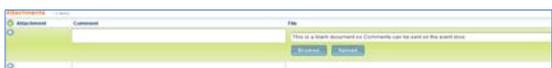
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### Benefits Actions ~ Sending Event Back to Employee

To attach the documentation the employee clicks on the lime green plus button browse for the documentation that has been saved to their computer



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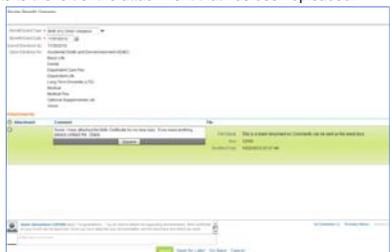
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### Benefits Actions ~ Sending Event Back to Employee

The employee locates the documentation using the Browse process the Employee MUST click the Blue Upload button to upload the documentation into the event after uploading the documentation the Employee can make comments in the comments to the left of the attachment that has been uploaded.



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**Benefits Actions**  
**~ Sending Event Back to Employee**

The employee submits the event again by clicking on the lime green submit button.

The process will be sent to the HR partner again to review and approve.

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**Benefits Actions**  
**~ Event Start Date**

New Hire and Life Events

Employees have 30 days to make elections for new hire elections and life events. Events will not open for the employee once the 30 days has passed. The event date is the first day to count, not the day after the event.

If the employee made his or her benefit elections and the event has been submitted to their HR Partner within the 30 day window, and the event is with the HR Partner to review and approve that is okay.

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**Benefits Actions**  
**~ DBA Entry**

UTILIZING THE DBA INSTRUCTION SCREEN IN THE EMPLOYEE WORK CENTER AND NOT UPDATING IN THE EMPLOYEE WORK CENTER

All Benefit entries must be done in the Employee Work Center so the data will be transferred over to the Payroll & Financial Center.

There has been some enrollments done by updating the DBA in the Payroll & Financial Center, but the benefit entry was not completed in the Employee Work Center. The vendor files only pull the data from the Employee Work Center so in these cases the current and correct benefit enrollment is not being transferred to our vendors.

Open Enrollment is completed through the Employee Work Center. When we do a Passive Enrollment the employee will think they have the coverage because it is coming out of their paychecks but they will not be enrolled because the passive enrollment will not update with their current coverage if the Employee Work Center has not been updated.

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### Benefits Actions ~ Deduction Dates

If an employee was hired on October 8, 2012, then the new hire benefit elections will show a Coverage begin date of 12/1/2012 and a Deduction begin date of 11/5/2012.

If a new employee is on the BW10 pay period, 11/5/2012 is the first day of the pay period for second half of November premiums and 11/19/2012 is the first day of the pay period for the first half of December premiums.

The Employee Work Center was programmed to pull the pay period prior to the true deduction date. In doing that the employees benefits will be sent to the vendor(s) on the electronic file on 11/5/2012. The employee should receive their cards and have their information updated with the vendors prior to the coverage begin date.



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### Benefits Actions ~ Deduction Dates

When the integration files pull the data into the Payroll & Financial Center, the integration file is programmed to take the date that is sent over and recalculate it to the first of the next pay period for payroll purposes. The deductions are taken on the correct start date for December or 11/19/2012.

When the recalculation takes place for the 11/5/2012 date that is in the Employee Work Center, the date which populates in the Payroll & Financial Center becomes 11/19/2012, the effective date for December deductions to start.



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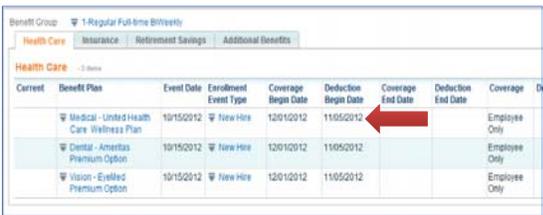
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### Benefits Actions ~ Deduction Dates



Current	Benefit Plan	Event Date	Enrollment Event Type	Coverage Begin Date	Deduction Begin Date	Coverage End Date	Deduction End Date	Coverage D
	Medical - United Health Care Wellness Plan	10/15/2012	New Hire	12/01/2012	11/05/2012			Employee Only
	Dental - Ameritas Premium Option	10/15/2012	New Hire	12/01/2012	11/05/2012			Employee Only
	Vision - EyelMed Premium Option	10/15/2012	New Hire	12/01/2012	11/05/2012			Employee Only



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### Benefits Actions ~ Deduction Dates

Job Code: C72011 CHILD FAMILY SVS SPEC TRAINEE

Records 1 - 10

Description	Task Number	O F	Amount or Rate	Amount or Rate	Date Pay Starts	Pay Stop Date
4 R RETIRE					10/08/2012	
BW HLTH INS			43,3200		11/19/2012	
BW DENT INS			11,8400		11/19/2012	
BW VS INS			3,8900		11/19/2012	
BW HLTH INS			182,8600		11/19/2012	
BW SASCLFE			5,000		11/19/2012	
RETIRE-STATE					10/08/2012	
VAC STATE BW			1,0000		10/08/2012	
SICK WAFE BW			1,0000		10/08/2012	

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